CARTHAGE COLLEGE
PROFESSIONAL TRAVEL REQUEST

To: Dean of the College Date: ______________________________

From: ___________________________ Department: ___________________________

I request permission to travel on behalf of Carthage College for the following purpose:

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Destination: _________________________ Dates of travel: _________________________

I estimate my expenses as follows:

Transportation (include type) (Auto allowance = 43¢/mile)	
Lodging	
Meals ($30/day max.)	
Other (please specify)	
TOTAL	

I request an advance payment of $ _________________ .

(Only registration or items that have been pre-paid will be advanced - original receipts required.)

Approval:

______________________________ ______________________________
Department Chairperson Dean of the College

______________________________ ______________________________
Advance Amount Approved Total Amount Approved

Account Number: ___________________________

Please submit this form to the Office of the Dean of the College at least 48 hours before the proposed travel.

Please note: All expenditures, with the exception of mileage, must be sustained by receipts. Expenditures for which receipts are required include meals, tolls, and conference registration fees, as well as lodging and travel by public transportation.